



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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EMS Transmission: 12/16/03  
Instruction Memorandum No. CA 2004-009  
Expires: 09/30/05

To: Field Managers, DSD Support Services, Property Managers  
From: State Director  
Subject: Implementation of Vehicle Justification Form

### **Program Area:** Fleet Management

**Subject:** The purpose of this Instruction Memorandum is to establish the mechanism by which new and replacement Interior and GSA vehicles are requisitioned.

### **Policy/Action:**

- A careful analysis will be conducted to determine the need to replace vehicles that are currently eligible
- An analysis will be conducted to determine if a new vehicle purchase is warranted
- Larger vehicles will be replaced by smaller, more fuel-efficient vehicles whenever possible
- New or replacement vehicles requisitioned will conform to the established office fleet plan
- Each new and replacement vehicle requisition submitted to CASO must be accompanied by the attached vehicle justification form signed by the Field Manager

**Budget Impact:** No budget impact anticipated to implement the utilization of the form. However, the National Business Center will now begin to assess an underutilization fee against vehicles that do not meet the established minimum annual usage criteria as reflected in the FY2004 WCF Rates.

**Background:** The fleet plans that were developed by the States did not position the Bureau to meet the requirements of Executive Order 13149 which mandates a 20% reduction in petroleum fuel consumption by the end of 2005. In addition, an OIG review of several BLM offices revealed concerns with the lack of management controls, lack of vehicle justifications and retention of underutilized fleet. Fleet costs continue to rise in each field office, while utilization data continue to reflect areas of improvement.

Questions regarding the implementation of this form should be directed to Dona Maxcy at 916.978.4314.

**Signed**  
**Karen Barnette**  
**Acting State Director**

**Authenticated**  
**Louise Tichy**  
**Records Management**

Attachment - Vehicle Justification Form (1 pp)

# UNITED STATES DEPARTMENT OF THE INTERIOR

## Bureau of Land Management

### JUSTIFICATION AND APPROVAL OF VEHICLE

#### Vehicle Description

License Plate Number: \_\_\_\_\_  
Vehicle Class: \_\_\_\_\_  
Model Year: \_\_\_\_\_  
**Manufacturer:** \_\_\_\_\_  
Vehicle Type: \_\_\_\_\_  
\_\_\_ 2-Wheel Drive \_\_\_ 4-Wheel Drive  
\_\_\_ Manual Transmission \_\_\_ Automatic Transmission  
\_\_\_ Gasoline \_\_\_ Diesel \_\_\_ Other (Specify) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Requesting Official)

\_\_\_\_\_  
(Signature of Requesting Official)

Justification:

Estimated annual utilization of this vehicle: \_\_\_\_\_ Miles

Estimated annual cost of this vehicle: \$ \_\_\_\_\_

#### Field Office Approval

I certify that this vehicle is part of the field office Fleet Management Plan and that the estimated costs of this vehicle are fully justified by the mission(s) listed above. In addition, this vehicle is the smallest, most fuel-efficient and economic type of vehicle that will adequately perform the proposed mission(s).

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Field Manager

#### Review and Concurrence by the State/Center Fleet Manager:

\_\_\_\_\_  
Signature  
Date